



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

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PRIORITY: HIGH

SUBJECT: IVA-IVD (CARES/KIDS) INTERFACE CHANGES – KIDS PIN NUMBERS

CROSS REFERENCE: BWSP Operations Memo 00-58

EFFECTIVE DATE: November 20, 2000

PURPOSE

This memo describes changes made to the CARES system to enhance the way information is sent between CARES and KIDS.

BACKGROUND

In the past, absent parent (AP) information entered on APGI was sent to KIDS on the APGI sequence number. This caused problems because the same absent parent could be listed multiple times on APGI, so information could be sent multiple times to KIDS. This information would fall off onto an error report and not get updated in KIDS.

This would also happen in reverse. For example, if KIDS had a specific APGI sequence number (say Sequence 05) and CARES had the same AP on APGI sequences 03 and 04, the information would not get updated in CARES because the sequence number did not match.

The changes made to the IVA-IVD interface improves the flow of AP information between KIDS and CARES by assigning a unique identifier to each AP. This unique identifier is the KIDS Personal Identification Number (KPIN). CARES will now capture the KPIN for absent parents who are established fathers and mothers. We will use this KPIN as the first matching criteria when information is updated for an absent parent in CARES and KIDS.

SUMMARY OF CARES CHANGES

Below is a summary of changes made in CARES to accommodate sharing of the KPIN. Each of the changes is described in detail in this memo.

- A new KPIN field has been added to APGI to display the established father's KPIN. Once the KPIN has been entered to APGI, the SSN and DOB become display-only fields (if there already is data in these fields). In some rare instances, the KPIN may not come over to CARES through the interface. In those instances, the Child Support Agency must be contacted to obtain the verified KIDS PIN. The KPIN can be entered manually on APGI, but only by a supervisor.
- If the child support agency adjudicates the same father that was referred on APGI, the KPIN, demographic information, and the "Y" paternity indicator for the child will be updated on APGI automatically.
- A new paternity indicator of "X" will automatically display on APGI when an alleged father has been excluded from being that child's parent. This "X" indicator can not be updated.
- When the child support agency adjudicates a different father than was referred on APGI, the information for this new father will show up on IVDI/DE and an "X" will appear on the excluded father's APGI screen.
- When the child support agency finds that the wrong absent parent was referred on APGI and the CSA knows who the correct parent is, KIDS will send back the correct parent's information and it will display on IVDI/DE as sequence "000".

KPIN FIELD ON APGI

This field was added to APGI to change the way information is passed between CARES and KIDS. The KPIN of the absent parent is a much more accurate way to identify an individual than the sequence number of a screen.

In certain situations, a KPIN will not come back with the AP information from KIDS. If the CARES worker realizes this, s/he may contact his/her supervisor and have the supervisor enter the verified KPIN on APGI. Most of the time, the actions in the interface will pick up the KPIN at a later date.

The KPIN is verified data CARES receives from KIDS. For this reason, this field can only be updated by supervisory level staff. If anything other than the specific absent parent's KIDS PIN is entered here, the CARES-KIDS interface will not function properly.

NOTE: The KPIN field on APGI is only to be accessed by supervisory level staff. Line workers are not permitted to enter data in this field. The reason for this is to make sure that the KIDS PIN has been verified with the Child Support Agency and that the number is entered accurately. There should be very few instances when this field needs to be accessed.

CHANGES TO THE PATERNITY INDICATOR ON APGI

Values for the paternity indicator on APGI are “Y”, “N”, and newly added “X”. Both the “Y” and “N” are entered by the CARES worker when completing APGI. There have been some changes to how the “Y” indicator is updated on APGI.

KPIN
Field

Paternity
Indicator field (P).
Displays as
a Y, N or X.

APGI		ABSENT PARENT GENERAL INFORMATION (1 OF 2)		11/13/00 10:55	
CASE: 1700220616		WORKER: XCT545		XCT545 M WELCH	
LAST UPDATED:		CASE STATUS: OPEN		CASE MODE: ONGOING	
AP DELETE MMY: ____		AP FIRST & LAST NAME KNOWN ? (Y/N): ____			
DC NUM FIRST	MI LAST	SUF	SSN	SEX	DOB DISABLED
AP ID (KIDS PIN): _____					
ABSENCE RSN: ____		ABSENT DATE: ____			
ABSENT PARENT TO BE REFERRED TO IV-D? (Y/N): ____ REASON CODE: ____					
PLACE OF BIRTH: CITY: _____		COUNTY: _____		STATE: ____	
AP MOTHER'S MAIDEN NAME: _____					
AP MAIDEN NAME: _____					
MARRIAGE DATE: ____		PLACE: WI COUNTY: ____		OTHER: _____ STATE: ____	
-----CHILDREN / UNMARRIED PREGNANT WOMEN-----					
DC NUM	P	DC NUM	P	DC NUM	P
DC NUM	P	DC NUM	P	DC NUM	P
DC NUM	P	DC NUM	P	DC NUM	P
DC NUM	P	DC NUM	P	DC NUM	P
-----INDIVIDUALS-----					
01 CARME S (PP)		02 TRENT S (SON)			
PF20-APSC					
NEXT TRAN: ____		PARMS: 1700220616			

“N” PATERNITY INDICATOR

The N is entered when paternity for a child is not known or has not yet been established.

“Y” PATERNITY INDICATOR

The “Y” is entered when paternity is not applicable (as in a divorce) or has been established.

KIDS will now update the APGI paternity indicator from “N” to “Y” when a child's paternity is established for the referred AP. The worker will get a new alert when the paternity indicator changes via the interface. The alert is “305-New Paternity Indicator, See APGI”. In most situations, the KPIN and other demographic data should also be updated for this AP. This will happen regardless of the number of children attached to an APGI screen. Only the applicable child(ren)'s paternity indicator(s) will be changed by KIDS.

Once a “Y” is updated by KIDS on APGI for a particular child, **do not change it** to an “N”. This information is verified, and means that this AP is that child's father.

X PATERNITY INDICATOR

A new code, an “X”, will now display for a child on APGI when a particular alleged father has been excluded by the Child Support Agency. The “X” can only be entered on APGI by the interface. Once an “X” shows up on APGI for a child, it can not be changed to a “Y” or “N”.

The “X” paternity indicator comes from KIDS when a potential father has been excluded. This “X” can not be entered by a worker, nor can an “X” be changed to a “Y” or “N”.

SCENARIOS

Below are some common scenarios where the “X” will show up on APGI and what actions the worker needs to take when this happens.

POTENTIAL FATHERS REFERRED AND 1 IS ESTABLISHED AS THE FATHER—MULTIPLE APGI SCREENS

In some instances, there may be more than one potential father referred to KIDS for the same child. When 2 or more APGI screens are set up for 1 child, and 1 of the father's referred on APGI has paternity established, the APGI screen that has the established father's name will now show a “Y” for this child's paternity indicator. The father's KPIN should also update, along with other demographic information for him.

The APGI screen(s) listing the excluded father's name(s) should show an “X” for that child's paternity indicator. This should happen on each excluded father's APGI screen regardless of how many different potential fathers were sent to KIDS. Once an “X” shows on APGI for a child on a particular APGI screen, it can not be changed.

NOTE: The APGI screens where one child is listed and that child's paternity indicator is an “X”, must be deleted using the “KI” delete code.

The alert “305—New Paternity Ind, See APGI” will be generated

ONE POTENTIAL FATHER IS REFERRED, THEN LATER EXCLUDED—ONE APGI SCREEN, ONE CHILD LISTED

In this instance, different worker actions may be required depending upon the situation in the case. The examples here do not include every situation that can occur.

1. The AP sent to KIDS is excluded and no father has yet been adjudicated

An “X” will show up for the child on the excluded father's APGI screen. Once this “X” is listed on APGI for this child, the next time the CARES worker goes to APGI, a blank APGI will be presented. Because there is no active referral for this particular child, a new APGI screen must be completed. In this situation, it is very likely that the KIDS worker has opened a new case with another potential father, based upon information received from the mother. In some cases, the CARES worker may need to contact the client for another potential father's name. If the client can not be reached, or is unable to supply another name, the CARES worker must complete a new APGI screen for this child using “Unknown” as the absent parent's name. The CARES worker will get this alert in this instance: “305—New Paternity Ind, See APGI”.

2. The AP referred to KIDS is excluded and a different person is adjudicated

An “X” will show up on the excluded father’s APGI screen for that child. The adjudicated father’s name, KPIN and demographic information will show up on IVDI. Because this established father is not known to CARES, the APGI sequence number showing on IVDI will be 000. (See example of IVDI below.) The child’s CARES PIN and shortlist name will appear at the bottom of IVDI and the paternity code will say ‘Yes’. When the CARES worker trans to APGI, a blank APGI screen will be presented. Using the information on IVDI, enter the adjudicated father’s information on the blank sequence of APGI being sure to enter a “Y” for the child’s paternity indicator. The APGI sequence of the excluded father must be deleted using the KI delete code. In this case, the worker will get alerts “304—New AP from IVD on IVDI/DE” and “305—New Paternity Ind. See APGI”.

3. An incorrect AP is referred to KIDS, Child Support already has the adjudicated father’s name

There are times when the wrong AP name is referred to Child Support. Several things can happen in this instance.

If the child’s paternity has already been established, **and the correct absent parent is not known to CARES within this case**, KIDS will send the correct parent’s name back on IVDI with a sequence number of 000. An “X” will show up on the APGI screen for the incorrect AP. Delete the APGI sequence with the X. Then, use the information on IVDI to create a new APGI screen for the established father. The worker will get alerts 304—New AP from IVD on IVDI/DE and 305—New Paternity Ind. See APGI.

When the child’s paternity has already been established **and the correct absent parent is already known to this CARES case on another sequence of APGI**, the name change may come back on the existing APGI sequence number. A “Y” indicator, KPIN and other demographic data should come back from KIDS and display on the existing sequence of APGI. In this case, the worker will get alert 303—APGI/AA Updated by IVD. NOTE: If an established parent comes from KIDS on IVDI for sequence 000, but this established parent has an existing APGI screen in this case, select the existing APGI sequence from APSP when creating the new screen. Add the appropriate child’s shortlist number to the existing APGI screen, along with a “Y” paternity indicator. This is especially important if the existing sequence of APGI has the AP KPIN already on it.

When the child’s paternity has already been established, but the CARES worker enters a name on APGI that doesn’t quite match the father’s name KIDS has, the correct AP data will come back on the original APGI the worker completed. The corrected name, KPIN and demographic information should display along with the “Y” paternity indicator. This will happen when the father referred really is the adjudicated father, but the CARES worker is not given all of the correct information when completing the screen. The worker should get alert 303—APGI/AA Updated by IVD.

IVDI Screen-
APGI Sequence
Number

Child for Whom
Paternity Has Been
Established

Paternity Code

IVDI		IVD DEMOGRAPHIC INFO		11/14/00 13:14	
CASE: 2700220323		WORKER: XCT545		XCT545 M WELCH	
LAST UPDATED: 10 24 00		CASE STATUS: OPEN		CASE MODE: ONGOING	
DC NUM FIRST	MI LAST	SUF	SSN	SEX	DOB
000 DIRK	VAN		360 50 8799	M	02 17 1960
AP ID (KIDS PIN): 0002955724		ABSENCE RSN CD:		ABSENCE DATE:	
POB CITY:		POB COUNTY:		POB STATE:	
AP MOTHER'S MAIDEN NAME:		MARRIAGE DATE:		PLACE CD: PLACE TEXT: STATE:	
PIN NUM	SHORT NAME	CODE	DESC	PIN NUM	SHORT NAME
2100462440	TOMMY	DRYSD	YES		
PFKEYS: 20=IVDE					
NEXT TRAN: _____ PARMS: 2700220323_____					

A POTENTIAL FATHER IS REFERRED WITH MULTIPLE CHILDREN ON APGI, HE IS EXCLUDED AS FATHER OF ONE CHILD.

A CARES worker can add a child to an existing APGI screen where siblings are already listed. If the Child Support Agency determines that this AP is not the child's father, KIDS will send back an "X" for that child and it will display on the existing APGI screen. The other children's paternity indicators will not change. The next time the worker trans to APGI, CARES will present a blank APGI screen for this child. In this situation, it is very likely that the KIDS worker has opened a new case with another potential father, based upon information received from the mother. The CARES worker should check KIDS to see if a new case has been opened or contact the Child Support Agency. In some cases, the worker may need to contact the client for a different potential father's name. If the client is unable to provide another name or can not be reached, complete the new APGI screen with "Unknown". Nothing needs to be done with the original APGI screen because there are other children listed there.

Many different configurations can occur in a case that can not be described in this memo. The items listed above are a sample of some of the most likely to occur.

GENERAL INTERFACE INFORMATION

OTHER ABSENT PARENT SCREENS

With the new matching criteria between the two systems, more information will come over from KIDS and be placed on the Absent Parent screens. In addition to APGI updates, more information such as address, employment and court order information will start showing up on APAA , APEI and APCO. As a result, workers will be receiving more alerts. Just a reminder that this data on absent parents from KIDS is usually the most up to date and accurate information on the absent parent.

ANPI PROCEDURES FOR ENDING A PREGNANCY

Interface problems have been identified related to how a worker completes ANPI when a pregnancy ends. These problems have been identified with both the MMIS and IVA-IVD interfaces. The process below must be followed so that the newborn information will match up with the existing KIDS case and so that the new mother will receive the 60 Day MA Extension.

This procedure must be done over a period of at least two days.

1. Do the same day:

- a. Complete the person add for the newborn in CARES.
- b. On ANPI, enter ONLY the pregnancy end date. DO NOT DELETE THE SCREEN.
- c. On APGI, add the newborn's short list number to APGI. Delete the pregnant woman's shortlist number from the same APGI screen with delete code LB – Live Birth.
- d. Complete the person add and run SFED. Confirm benefits if correct.

2. Do the day after confirming the person add, or later:

- a. Tran to ANPI and delete the screen

Following this procedure will ensure that the baby add will be sent to KIDS and MMIS correctly.

CONTACT

DES CARES & Policy Call Center	Email:	<u>carpolcc@dwd.state.wi.us</u>
	Telephone:	(608) 261-6317 (Option #1)
	Fax:	(608) 266-8358

Note: Email contacts are preferred. Thank you.